

**Cost Allocation Plan using FARS - Checklist<sup>1</sup>**  
**OMB Circular A-87 - State & Local Governments**  
**State Workforce Agencies**

1. Submit once unless changes are observed:
  - \_\_\_ 1a. Organizational chart,
  - \_\_\_ 1b. Employee time sheet sample, providing for distribution of hours to direct/indirect functions.
  - \_\_\_ 1c. The standard ICESA/FARS forms (check sheets):
    - 1c.1. Leave – Designate whether using the standard ICESA/FARS allocation with or without Employee Master File default provisions. If using the Employee master File default, provide an explanation of the basis for the leave allocation percentages.
    - 1c.2. Personal Benefits – List all fringe benefits and indicate whether allocation is based on a fixed percentage or fixed dollars.
    - 1c.3. AS&T – List the following:
      - all expenses (by line item or function code description) and designate whether direct or indirect charged.
      - allocation methods for all indirect AS&T costs.
      - project codes that are excluded from the unassigned AS&T allocation with the reason for the exclusion.
    - 1c.4. Cost Center/Division Level Allocations – Provide a list of the cost centers that have an indirect pool with a description of the cost center’s function and the type of expenses that are to be allocated within the cost center. Include the allocation methodology and identify the divisions to receive the allocations.
    - 1c.5. Non Personal Services (NPS) – List all NPS account classifications with a description as to the type of expenses contained in each. Specify whether the standard allocation method of hours paid is used, or describe the allocation method if other than hours paid (FTEs).
2. Provide the following FARS produced accounting reports:
  - \_\_\_ 2a. GA-50 “Schedule of Actual AS&T by Function”
  - \_\_\_ 2b. GA-51 “Schedule of Actual Direct and Indirect Costs by Fund Source”
  - \_\_\_ 2c. GA-52 and GA-52A “Schedule of Actual Expenditures by Object of Expenditure for AS&T and Total Agency.
3. \_\_\_ Copies of all cost allocation plans that are used to charge costs to federal programs, such as the HHS approved SWCAP.
4. \_\_\_ If the FARS cost allocation module (FCAT) is being used, provide a list of all allocations done by the FCAT, including the allocation base.

<sup>1</sup> Refer to the following website to obtain samples of indirect cost proposal exhibits, employee timesheet, certification and cost policy statement: <http://www.dol.gov/oasam/programs/boc/costdeterminationguide/main.htm>

5. \_\_\_\_ Signed and dated Certificate of Indirect Cost and/or Certificate of Cost Allocation Plan (sample forms provided in the DCD website).
6. \_\_\_\_ A listing of grants and contracts by Federal agency, subagency, program office funding source (including ARRA - American Recovery and Reinvestment Act), total dollar amount, period of performance, and the indirect cost limitations (if any) applicable to each, such as amounts restricted by administrative or statutory regulations, applicable to the period(s) of the proposal(s). This listing should also be supported by the approved Federal grant or contract notification award(s).
7. \_\_\_\_ A list of all non-UI programs that utilize the UI tax collection system, if applicable. Note that a separate cost allocation plan (CAP) must be submitted along with the above proposal if a non-UI program(s) benefit from the UI tax collection system. For more information access [ETA TEGL 06-05](#). A tax sharing agreement must be negotiated prior to the collection of non-UI funds using the UI tax collection system. Please refer to the attached checklist.
8. \_\_\_\_ As required by [ETA TEGL 15-09](#), a CAP is required when the use of moneys in a penalties and interest (P&I) fund is not limited to unemployment compensation (UC) purposes. Please refer to the attached checklist for CAP supporting documentation.

No CAP is required if your agency used the P&I fund only for UC purposes during this period. The agency, however, must certify the following under those circumstances:

Certification of Compliance with TEGL 15-09 when P&I funds be used for UI purposes only

I hereby certify that 100% of the P&I collected by this Agency SWA was used only for the benefit of UC and the benefit of the UI program.

State Workforce Agency Name: \_\_\_\_\_;

Signature of Certifying Official: \_\_\_\_\_;

Printed Name of Certifying Official \_\_\_\_\_;

Title: \_\_\_\_\_;

Phone Number \_\_\_\_\_;

Email Address: \_\_\_\_\_;

Date \_\_\_\_\_.

9. \_\_\_\_ Support for the budgetary rate calculation, if a rate is requested.

**Note:** For organizations receiving funding from DOL's Employment and Training Administration (ETA), please ensure that the proposed individual compensation (salary and bonus) complies with the salary limitations established in ETA's TEGL 5-06. This document can be accessed in ETA's website: <http://wdr.doleta.gov/directives/attach/TEGL/TEGL05-06.pdf>. The Office of Job Corps has similar salary limitations. Two additional proposal worksheets (see 2b. and 2d above) may be needed to show ETA and/or Job Corps rates reflecting unallowable compensation and prorated amounts. If you have any questions, contact DCD.